

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>11.01.040</b>	PAGE 1 of 4
	<b>Policy and Procedure</b>		EFFECTIVE DATE December 15, 1993	
SUBJECT <b>Work Order Procedures</b>		SUPERSEDES		DATED
TITLE <b>State Equipment Fleet</b>	CHAPTER <b>General Administration</b>	APPROVED BY <p style="text-align: center;">Signature on File</p>		

## I. Purpose and Scope:

### Introduction:

The purpose of this procedure is to establish a uniform method for authorizing and recording; preventive maintenance, parts, labor and repairs to State of Alaska equipment; and data for equipment cost accounting and equipment analysis.

### Responsibility/Performance:

SEF Headquarters: Ensure promulgation of these procedures and provide a computerized work order system for managing the data.

SEF District/Region Managers: Ensure compliance with these procedures.

SEF Forepersons/Mechanics: Initiate work orders for preventive maintenance and/or repairs and account for work done.

SEF Parts Managers: Issue parts requested to work orders.

SEF Office Managers: Ensure timely and accurate data input of the work orders.

### Definition:

Work Order      A document that records work performed, and references parts issued to an asset.

Asset              A piece of automotive equipment or related highway equipment.

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Equipment Repair Request ("Gripe Sheet") A document recording a user discovered problem with the asset, which is evaluated by the SEF mechanic for possible corrective action.

## Reference:

### SEF policy DPOL 11.01.001 Records Maintenance

## II. Distribution:

All holders of the Procedure Manual; all SEF Procedure Manual holders; SEF Office Managers.

## III. Procedure:

- A. All information pertaining to the work done on an asset will be recorded on a Work Order Form (see Attachment A).
- B. The Work Order will be initiated by the foreperson or lead mechanic of the shop prior to work being done on an asset.
- C. At a minimum, the following information will be recorded on the header portion of the Work Order:
  1. The Asset ID (vehicle #)
  2. the date opened
  3. the billing status of the equipment
  4. the current meter reading
  5. the maintenance type
  6. the problem
- D. All billable Work Orders will be authorized prior to the work being started. Before starting the work, the Work Order must be signed by an authorized agency representative requesting the work. Authorization to perform billable work can only be communicated via memorandum or FAX from an authorized agency representative.
- E. All Preventive Maintenance Work Orders must have the "Insp. ID" filed in with the proper code. This allows update of the Preventive Maintenance scheduling.
- F. Attach any user Equipment Repair Request ("gripe sheet") to the work order.

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G. Record the work performed on the Work Order.

1. Work Done A brief descriptive commentary on work done is recorded in the field "Work Done" with each task numbered.
2. Task Information For each task the following information must be recorded at a minimum; task #, is it billable, maintenance type, cause code, system code and repair code.
3. Labor Record the Employee #, the date, and the hours worked for each task. Also record whether the hours were overtime, regular time, or double time.

H. Parts are issued to Work Orders.

(Reference: SEF DPDR 11.03.020).

1. All parts are issued to a Work Order.
  2. All parts issues must be accounted for in the Work Order System.
  3. Parts issues will reference the related task and system codes from the Work Order.
- I. Upon completion of the job, the Work Order is given to the Foreperson/Superintendent/Equipment Manager for review. After reviewing the work order, the Foreperson/Superintendent or Equipment Manager will record his/her employee code and initials on the work order along with the date reviewed.
- J. All data from the Work Orders will be entered into the Work Order portion of the Equipment Management System (EMS).
- K. All Work Orders will be closed out on a monthly basis.
- L. All Work Orders will be filed in the asset/vehicle files. Reference SEF DPDR 11.01.020

### III. Attachments:

A. Work Order Form

